



Human Resources Department

City of Burlington

131 Church Street, 2nd Floor, Burlington Vermont 05401

Voice (802) 865-7145

Fax (802) 864-1777

TTY (802) 865-7142

September 27, 2010

TO: Board of Finance

From: Aditee Manjaramkar, Human Resources Generalist

Susan Leonard, Director of Human Resources



Re: Step Placement for Maurice Persons, Outside Field Technician at Burlington Telecom

Consistent with section 5.4a of the Comprehensive Personnel Policy Manual and based on a 2:1 ratio of previous relevant work experience; Mr. Persons is eligible to begin his employment as the Outside Plant Technician with the City of Burlington at a step 2 of the approved pay grid.

According to Mr. Person's resume, (attached) he has seven years directly relevant experience, gained from 2003 to the present. Thus, we recommend Mr. Persons be placed at a step 2 of the pay grid.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status, or disability.

The City is also committed to providing proper access to service, facilities, and employment opportunities. For accessibility information or alternative formats, please contact the Human Resources Department, 802-865-7145

Maurice Persons
98 Hemlock Rd
Milton, VT 05468
August 17th 2010

Called

*Appt. 8/30
3:30pm*

To whom it may concern:

I recently noticed that you have a position that is open for a field technician. After reading the job description, I believe that the work I performed for Burlington Telecom as a contractor installing and servicing BT systems would make me an excellent candidate for this position. I am confident that my skills and my passion for technology are a perfect match for this position.

I would bring to your company a broad range of skills, including:

- An in depth knowledge of the some of the systems that you are providing
- Excellent interpersonal communications skills
- 10 yrs experience in the cable TV industry
- Strong computer skills (software and hardware)

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 802-233-3583 or by e-mail at Moe71@burlingtontelecom.net. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Maurice Persons

Enclosure

RECEIVED

AUG 17 2010

HUMAN RESOURCES

Maurice J Persons

98 Hemlock Road
Milton, VT 05468

802-233-3583

Objective

Help desk technician

Experience

Over the length of my career in the service industry I have always prided myself on being a truly hard worker. I have excellent interpersonal communication skills. I am a firm believer that you should always treat people as you would like to be treated which has always brought me a considerable amount of praise from my customers and my supervisors. I have always worked hard to be as knowledgeable as possible in whatever I am doing. These traits have helped me to excel above my peers. I truly believe that the more knowledge that you have and being able to implement this is what will set you apart from others and make you an even more valuable employee.

2006 – Present Catamount Cable Co Burlington VT

Service Technician / Trainer

- Installed cable television, internet, and phone systems via fiber optic lines.
- Conducted service calls of existing systems both residential and business customers.
- Trained all new employees on how to conduct installations according to City of Burlington standards.
- Trained in fiber slicing and head-end work.
- Trained on in home networks and setting up wireless networks for customers and businesses.

2005 – 2006 Great Northern Satellite Systems Georgia VT

Service Technician Installer

- Installed Dish network satellite systems.
- Worked independently with minimal supervision.
- Installed Directway Satellite internet systems.
- Conducted service calls on TV and computer customers.

2003 -2005 DirecTech North East Williston VT

Team Leader

- Responsible for 12 – 15 Technicians installing Direct TV satellite

systems.

- Maintained inventory on over \$250,000 in equipment.
- Conducted employee evaluations, site surveys, and quality checks of Technicians.
- Trained new employees on how to install systems.

Education

- | | | |
|-------------|---|----------------|
| 1989-1991 | Champlain College | Burlington VT |
| ▪ | Associates in Science Criminal Justice | |
| 1995 - 1996 | Austin Peay State | Clarksville TN |
| ▪ | 9 Credits toward BA in Criminal Justice | |

Interests

I have found that I enjoy learning about new technology; over the last 10yrs I have taught myself how to install, troubleshoot and repair all sorts of electronics. I have extensive knowledge of computers, both software and hardware and networking as well. My time spent in the military gave me the excellent team building skills, strong work ethic, all of which makes me a valuable asset. I am a family man who has 4 children and a fiancé', we enjoy camping, riding atv's, hunting and fishing.

References:

Todd Dushane	Burlington Telecom	(802)-922-3908
Will Dushane	Burlington Telecom	(802)-318-6040
Shawna Greene	Burlington Telecom	(802)-238-9434



CITY OF BURLINGTON

APPLICATION FOR EMPLOYMENT

Department of Human Resources |
131 Church Street | Burlington, VT 05401
www.hrjobs.ci.burlington.vt.us

(802) 865-7145 | VOICE
(802) 865-7142 | TTY
(802) 864-1777 | FAX
(802) 865-7147 | JOB HOTLINE

The City of Burlington is committed to providing an equal employment opportunity to all persons. Assistance in reviewing job opportunities and completing this employment application will be provided to persons with disabilities upon request.

GENERAL

Department/Position desired Customer Service Representative for Burlington Telecom

INFORMATION

How did you hear of this vacancy? I work as a contractor for Burlington Telecom

First Name Maurice Last Name Persons

Mailing Address 98 hemlock rd

City/Town Milton State VT ZIP 05468

Phone 802-233-3585 E-mail Address moe71@burlingtontelecom.net

Are you at least 18 years of age? ☒ Yes ☐ No
Probationary Police Officer Applicants ONLY: Are you at least 20 years of age ☐ Yes ☐ No

EDUCATION

Circle the number corresponding to the highest level of education completed:

ELEMENTARY - HIGH SCHOOL					COLLEGE				GRADUATE SCHOOL			
8	9	10	11	12	1	2	3	4	1	2	3	4

GED (list granting agency) _____

List in reverse order (present or most recent first) all schools attended (colleges/universities, technical training institutions, vocational/trade schools, and high schools)

NAME OF SCHOOL	CITY/TOWN & STATE	MAJOR(S)	DEGREE
<u>Austin Peay St University</u>	<u>Clarksville, TN</u>	<u>Criminal Justice</u>	
<u>Champlain College</u>	<u>Burlington, VT</u>	<u>Criminal Justice</u>	<u>Associates</u>

Other Certifications or Licenses: _____

SKILLS

Typing speed: _____ words/minute Not sure
List all computer software used along with your experience level (expert, advanced, average).

All versions of Windows, some Mac OS, Microsoft Office, Adobe, very knowledgeable in
network setups and troubleshooting computer systems both with hardware and software. I
would rate my experience as advanced to expert.

List machines/equipment you are trained to operate and any special skills you have related to the position(s) for which you are applying. (First Aid, WSI, Cash Register, Heavy Equipment)

Operating, etc.)

**WORK
EXPERIENCE**

Describe below all previous work experience (including unpaid experience) in reverse chronological order (present or most recent employment first). **Include any information not listed on your resume.**

Name of Employer: Catamount Cable Company
Address: Po Box 500 Brookfield VT 05036
Your job title: Technician (contractor)
Supervisor (name & title): Mark Dooda Foreman
Employed From (month/year): 01/06 **To (month/year):** current
Salary (dollars/week): Start: Final: **Hours/week:** Varied
Reason for leaving: currently still employed
May we contact this employer: ☒ Yes ☐ No **Phone:** 603-300-2932
Summary of your duties and responsibilities: Installing and servicing Burlington Telecom Services for both residential and commercial customers.

Name of Employer: Great Northern Satellite
Address: 2142 Georgia Shore rd St Albans, VT
Your job title: Technician
Supervisor (name & title): Jennifer Petrie Owner
Employed From (month/year): 05/05 **To (month/year):** 01/06
Salary (dollars/week): Start: Final: **Hours/week:** varied
Reason for leaving: relocated
May we contact this employer: ☒ Yes ☐ No **Phone:** 802-524-3900
Summary of your duties and responsibilities: Installed and serviced Dish Network Satellite Systems, as well as Directway Satellite internet systems.

Name of Employer: Directech Inc
Address: 75 chad lane Williston VT 05495
Your job title: Team Leader
Supervisor (name & title): Greg Brumbaugh
Employed From (month/year): 10/03 **To (month/year):** 05/05
Salary (dollars/week): Start: varied Final: 1000.00 **Hours/week:** Salary
Reason for leaving: Was driving 1200 to 1500 miles a week, found work closer to home.
May we contact this employer: ☒ Yes ☐ No **Phone:** not sure how to contact them anymore
Summary of your duties and responsibilities: Responsible for 10 technicians serving the the western half of VT installing Direct TV satellite systems.

ADDITIONAL
INFORMATION

1. Are you authorized to work in the United States? ☒ Yes ☐ No
2. In the past ten (10) years, have you been convicted, placed on probation, or under supervision for any violation of law? ☐ Yes ☒ No
If yes, please explain, including the basis, the date, and any circumstances contributing to rehabilitation. (A record of a conviction is not an automatic bar to employment).

3. Do you have reliable transportation? ☒ Yes ☐ No
If the position you are applying for requires you to travel locally, do you hold a driver's license or have another way to access prompt, reliable transportation?
☐ Not Applicable ☒ Yes ☐ No
4. Do you have a valid Commercial Driver's License (CDL)? ☐ Yes ☒ No
5. Have you been disciplined or discharged by a former employer for conduct involving any type of dishonesty, ethical misconduct or violent behavior in the last 15 years?
If Yes, please attach an explanation. ☐ Yes ☒ No
6. Have you ever worked for the City of Burlington ("City") before? ☐ Yes ☒ No
If yes, identify department and dates of employment. _____
Reason for leaving? _____
7. Please list any relatives or domestic partner employed by the City and the department(s) in which they work. _____
8. I understand that in making this application, the City may be contacting my references and/or prior employers. ☒ I have ☐ I have not signed the attached release regarding my prior employment and references. I understand that if the City is unable to communicate with my references or prior employers due to my conduct, it may affect my opportunity for employment. (Please attach an explanation if there are extenuating circumstances you feel the employer should know.).
9. I understand that if the position for which I am applying includes work with individuals or groups who are recognized as vulnerable, such as children, the elderly, or mentally disabled, I may be subject to background or record checks which I must pass prior to full employment.
10. I understand that if I accept employment by the City, as a result of my employment, I may receive City owned property to fulfill my employment obligations. At the time my employment with the City ends, I shall immediately return to the City all of its property and pay any personal expenses I incurred on any of the City's accounts. If I fail to do this, the City may deduct the cost of such City owned property and any such personal expenses from my pay.
11. If I am hired by the City, I understand that the City's Handbook/Personnel Policy, as it may be changed in the future, shall be applicable to me and I shall read it and comply with its provisions during my employment.
12. I hereby certify that this form and any attachments to it contain no false information and are complete to the best of my knowledge. I am aware that if an investigation discloses misrepresentation or falsification, my application may be rejected, my name removed from the applicant list, and if already employed, I may be dismissed from City service, and I may be disqualified from applying in the future for any City position.

Signed: _____

Date: 12/1/09

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability, in employment or the provision of services.

TO APPLICANT: All applications for employment are kept in the City's general application file for ONE YEAR. If you would like to apply for another City position within ONE YEAR of this initial application, please contact us at (802) 865-7145.



HUMAN RESOURCES DEPARTMENT

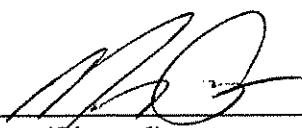
RELEASE AND AUTHORIZATION

TO OBTAIN EMPLOYMENT INFORMATION

This release authorizes persons whom I have listed as references and/or my previous employers to furnish to and discuss with the Human Resources staff from the City of Burlington any and all information which may be requested regarding my prior employment or fitness for employment, to include a copy of my personnel records of files.

I waive any claims to privacy or confidentiality regarding the disclosure of or discussion of my prior employment. I release the City of Burlington and its representatives and the individual references that I have listed as well as the representatives of my previous employers from any claims related to the release or discussion of my employment information or information relevant to employment so long as the information released by my references and prior employers is truthful.

*If I am applying for a position that requires a Commercial Driver's License I understand that the City may contact my prior employers for the purpose of investigating my safety performance history information. (391.21). The City will also conduct a Department of Motor Vehicle Record Check in accordance with 391.25.



Name (Signed)

Maurice J. Persons

(Printed name)

City of Burlington Job Description

Position Title: Outside Plant Technician

Department: Burlington Telecom

Reports to: Division Manager of Facility Engineering, Construction and Operations

Pay Grade: LS Non-Classified

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: Non-Union

General Purpose: This position is mainly responsible, for FTTH (Fiber-to-the-Home) installations, maintenance and repair of Burlington Telecom's transmission and distribution system.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position)

- Perform the installation, maintenance and repair of the transmission and distribution system.
- Assist in distribution system construction projects including any cost estimates.
- Ensure that FTTP (Fiber-to-the-Premise) installations and repairs conform to adopted industry standards.
- Work as part of the Burlington Telecom team to ensure any and all work performed is in support of all corporate goals and commitments to service.
- Ensure a safe working environment for self, employees and general public, by practicing work methods and elements in compliance with all applicable local, state and federal codes, standards, laws, and regulations; including, but not limited to National Electric Safety Code and OSHA.
- Participate in training opportunities as assigned and required..
- Assist Network Operations department in identifying and developing field equipment and hardware specifications.
- Assist Division Manager of Facility Engineering, Operations and Construction by creating and maintaining accurate, detailed records of Burlington Telecom's cable distribution system using facilities management system.
- Execute the closing of work orders after final job completion.
- Assist in the restoration of system outages related to the distribution system.

- Assist in planning and design of distribution system improvements.
- Work in a supportive role with Network Operations for operation of the Class 5 voice switch to include installation, provisioning and maintenance.
- Work in a supportive role with Network Operations for operation of the electronics transport system to include installation, provisioning and maintenance.
- Assist in the preparation of the Outside Plant area's budget.
- Assist in the investigation and resolution of customer complaints regarding service as related to distribution system.

Non-Essential Job Functions:

- Perform other tasks as may be assigned.

Qualifications/Basic Job Requirements:

- Associate's degree in telecommunications, business or related discipline, or graduation from recognized industry certification programs in related hardware and software and five years experience in the construction, maintenance, repair and operations of telecommunication systems. Relevant experience may be substituted for educational requirements.
- Demonstrated experience in FTTP installation, maintenance and repair and the associated practices required.
- Demonstrated hands on experience with fiber optic splicing required.
- Knowledge of optical splitters and associated splicing practices required.
- Ability to read and interpret complex schematics, drawings, specifications, manuals and plans required.
- Must possess strong written and verbal communication skills and an ability to interact with coworkers and the public.
- Demonstrated ability to operate personal computers required.
- Ability to pass a pre-employment drug screening required.
- Ability to train for pertinent industry safety rules, practices and standards required.
- Ability to obtain and maintain First Aid and CPR certification within three months of date hired.
- Class B Commercial Driver's License endorsement preferred.
- Must wear safety equipment, including, but not limited to; high voltage rubber gloves, safety glasses, hard hat, hearing protection and safety harness.
- Must be able to work as part of a team.
- Ability to work nights, weekends and holidays required.
- Ability to obtain and maintain a valid drivers license required.
- Ability to maintain confidential information.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically

performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	70_ pounds
(red, green, amber)	warehouses/offices	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	70_ pounds
<input checked="" type="checkbox"/> clear speech	<input checked="" type="checkbox"/> ability to mount and	<input checked="" type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input checked="" type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input checked="" type="checkbox"/> extreme cold	<input checked="" type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input checked="" type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input checked="" type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

Supervision:

Directly Supervises 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____